



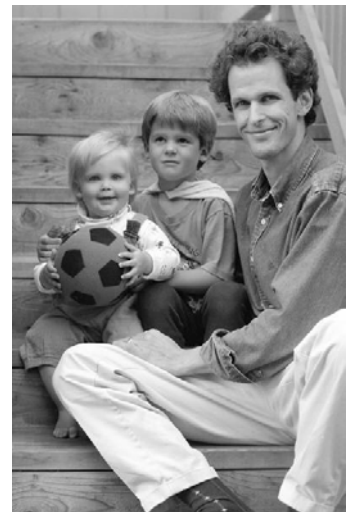
**WHAT IS A
LEGALLY UNREGISTERED PROVIDER (LUP)
OR
LEGALLY UNREGISTERED IN-HOME PROVIDER (LUI)
OF CHILD CARE?**

Federal regulations guarantee the right of parental choice in selecting child care. As a result, parents may choose a friend or family member to provide child care and receive state payment. These individuals are known as Legally Unregistered Providers. There are two situations in which a Legally Unregistered Provider can participate in the State of Montana child care assistance program.

In the Provider's home (LUP) - The provider cares for the children in the provider's home for two or fewer children from different families or all the children of one family. The provider receives the child care assistance payment from the State after the invoice is submitted to the Child Care Resource & Referral agency.

In the Child's home (LUI) - The provider cares for children in their home. The parent receives the child care assistance payment from the State after the invoice is submitted to the Child Care Resource & Referral agency. The parent must pay their provider in accordance with applicable labor laws.

**WHO CAN BE
A LEGALLY UNREGISTERED PROVIDER
OR
LEGALLY UNREGISTERED IN-HOME
PROVIDER?**



1. A person who is at least 18 years old.
2. A person who is mentally and physically capable of providing child care that meets safety, health and other basic child care requirements and standards.
3. A friend or relative who does not live with the child.
4. A grandparent, great-grandparent, aunt or uncle who lives with the child and is not part of the TANF or Child Care household. Relation is verified through birth certificate records. The CCR&R can access birth certificates for those persons born in Montana. It is the responsibility of the applicant to provide birth certificates if born in any other state or country.

PLEASE NOTE: All Legally Unregistered Providers and Legally Unregistered In-Home Providers must attend a basic child care orientation within sixty days of approval. The orientation covers basic health and safety precautions; as well as, pertinent child development information and ideas for appropriate activities and discipline.

APPLICATION CHECKLIST FOR
LEGALLY UNREGISTERED PROVIDERS OR
LEGALLY UNREGISTERED IN-HOME PROVIDERS



All the application forms must be complete and submitted to the Child Care Resource & Referral (CCR&R) office to establish the application date. If the application is approved, assistance may begin on the application date.

FORM: DPHHS-HCS/CC-087

Legally Unregistered Provider and/or In-Home Care Application

LUP- If care is given in the provider's home, the provider and every adult (18 years or older) in the home, must complete this form.

LUI—If care is given in the child's home, the provider must complete this form.

FORM: DPHHS-HCS/CC-087
(on reverse side)

Health and Safety Checklist (Signatures of applicant and parent required)

LUP - If care is given in the provider's home, the provider and every adult (18 years or older) in the home, must complete this form.

LUI - If care is given in the child's home, the provider must complete this form.

FORM: DPHHS-HCS/CC-088

Medication Attestation form-signed by both the provider and the parent

FORM: DPHHS-HCS/CC-018

Child Care Provider's Rights and Responsibilities

FORM: **W-9 Request for Taxpayer Identification Number and Certification**

LUP - Please fill out the top portion of this form including your name, address and mark Individual/Sole Proprietor. Include your Social Security Number and signature.

LUI - When care is given in the parent's home the parent must fill out the W-9 Request for Taxpayer Identification Number and Certification form. The parent pays the LUI.

FORM: DPHHS-HCS/CC-077
HCS/CC-078

Legally Unregistered Provider (LUP) Program Release of Information
Criminal/Protective Service Background Checks

NOTE:

LUP - If care is given in the provider's home, the provider and every adult (18 years or older) in the home, must complete this form.

LUI - If care is given in the child's home, the provider must complete this form

Child and Adult Protective Services Checks - are sent directly to the local Child and Family Services offices

Criminal Background checks - initiated at the CCR&R

- Montana Name Check - no fee; for those you have lived only in Montana
- Western Identification Network (WIN) Check - \$10 fee, for those who have lived in any of the following states: Alaska, Idaho, Montana, Nevada, Oregon, Utah, and Wyoming
- FBI Fingerprint Check - \$29.25 fee; for those who have lived outside the state of Montana and the WIN states
- Tribal Background - no fee; for those who have lived on a reservation



Background checks for those who have lived outside of the United States are the applicant's responsibility and they must supply documentation concerning citizenship, a Green card or Visa.

NOTE: All fees are the responsibility of the applicant

**HOW TO APPLY TO BECOME A
LEGALLY UNREGISTERED PROVIDER (LUP)
or LEGALLY UNREGISTERED IN HOME PROVIDER (LUI) OR CHILD CARE**

Application to become a legally unregistered child care provider may be made through Your local Child Care Resources and Referral (CCR&R). See the list below and the map on The reverse side for the CCR&R in your area.



HRDC District 7

7 North 31st Street
PO Box 2016
Billings, MT 59103-2016
(406) 247-4732 or (800) 433-1411
and
201 4th Street West
Hardin, MT 59034-1705
(406) 665-1895

Child Care Resources

127 East Main, Suite 314
PO Box 7038
Missoula, MT 59807-7038
(406) 728-6446 or (800) 728-6446
And
316 North 3rd Street, Suite 160
Hamilton, MT 59840-2475
(406) 363-4599

**DEAP Child Care
Resource & Referral**

120 West Towne
Glendive, MT 59330-1644
(406) 377-4909 or
(800) 578-4909

Child Care Connections

317 E Mendenhall, Suite C
Bozeman, MT 59715-3684
(406) 587-7786 or
(800) 962-0418

Family Connections

600 Central Plaza, Suite 225
Great Falls, MT 59401-3157
(406) 761-6010 or
(800) 696-4503

The Nurturing Center

146 Third Ave West
Kalispell, MT 59901-4428
(406) 756-1414 or
(800) 204-0644

Butte 4C's

101 East Broadway
Butte, MT 59701-9335
(406) 723-4019
(800) 794-4061

**District IV HRDC
Child Care Link**

2229 5th Ave
Havre, MT 59501-5217
(406) 265-6743 or
(800) 640-6743

**HRDC District VI
Child Care Link**

300 First Ave North, Suite 203
Lewistown, MT 59457-1700
(406) 535-7488 or
(800) 766-3018

Hi-Line Home Programs, Inc.

605 Third Ave South
Glasgow, MT 59230-2408
(406) 228-9431 or
(800) 659-3673

Child Care Partnerships

901 North Benton Ave
Helena, MT 59601-2751
(406) 443-4608 or
(888) 244-5368

**DEAP Child Care
Resource & Referral**

2200 Box Elder, Suite 151
Miles City, MT 59301-5930
(406) 234-6034 or (800) 224-6034

1) Apply Early - The application must be submitted before child care is provided. Use the checklist on the first page to assist you in completing the application process. The processing period can take several weeks while background checks are completed.
NOTE: The parent is responsible for payment if the application is denied.

2) The provider will receive a letter from DPHHS Early Childhood Services Bureau stating approval or denial of child care assistance.
DENIAL: Child Care assistance will not be available from the State and the parent is responsible for payment.
APPROVAL: The certification states the period for which Child Care assistance is available. The period of Child Care assistance may begin the day the application was received by the CCR&R

3) Keep the certification notice. It includes information needed to complete a billing statement or Invoice, to receive payment.